


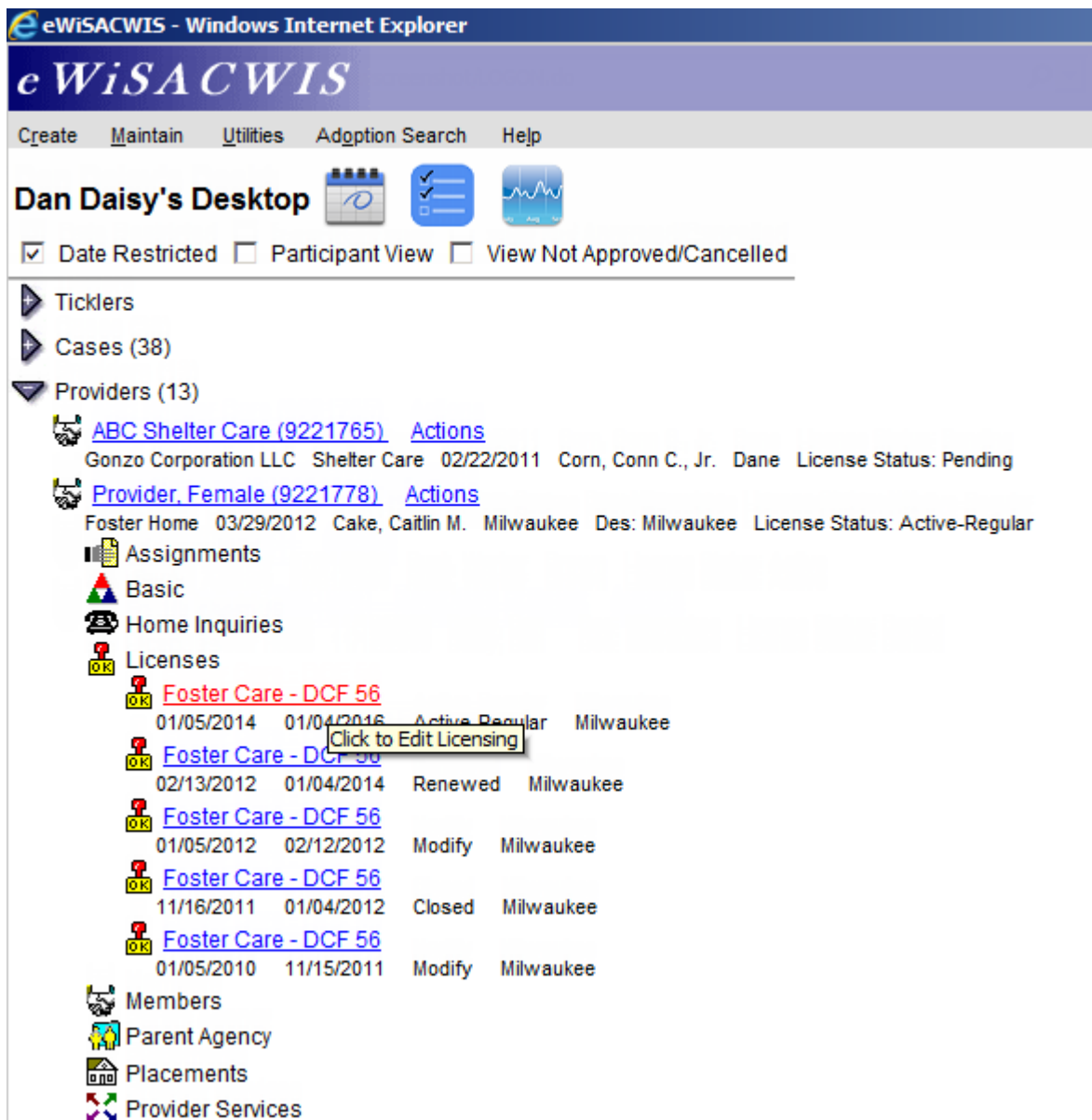


Adding another County's Licensed Service Types to the License

Note: In order to add service types to a license, an assignment to the provider is needed.

This User Guide will show how to add other counties' licensed Service Types to the designated county license without closing the current license for the Home Provider (foster homes).

1. From the desktop, click on the Provider expando  **Providers (13)** to display the providers you are assigned to. Next, click on the provider icon  for the particular provider you wish to maintain.
2. Click on the License icon  and select the hyperlink for the "Active-Regular" license for the provider. This will open the Licensing page.



3. The Licensing page will open displaying the Application Activity tab. Click on the Services tab. The Licensed Services group box will show the designated county's licensed Service Types that are already associated with this provider's record. In this example, the Designated County is Milwaukee.

Licensing - Windows Internet Explorer

eWiSACWIS TM Print Spell Check Help

Basic

Home: [Provider, Female \(9221778\)](#) Worker: Caitlin M. Cake Designated County: Milwaukee
Completion Date: 12/19/2013 Status: Active-Regular
Licensing Agency: BMCW - CSSW

Application Activity License Information **Services**

Licensed Services

☐ All Counties ☒ Milwaukee [Edit Licensed Services](#)

Category	Type	Status
<input checked="" type="radio"/> Foster Care	Foster Home (Level 2+)	Active
<input type="radio"/> Foster Care	Foster Home (Non-Paid)	Active

Options: Go

100%

- To add another county's Service Type to the provider's record, select the appropriate county from the drop-down list in the Licensed Services group box and then click on the [Edit Licensed Services](#) hyperlink. This will open the Edit Licensed Services page for the specified county.

In this example, Racine County is requesting that Milwaukee County add Racine County Service Types to the Provider record since Milwaukee County is the designated county for this provider.

Licensing - Windows Internet Explorer

eWiSACWIS TM Print Spell Check REC Help ?

Basic

Home: [Provider, Female \(9221778\)](#) Worker: Caitlin M. Cake Designated County: Milwaukee
 Completion Date: 12/19/2013 Status: Active-Regular
 Licensing Agency: BMCW - CSSW

Application Activity License Information Services

Licensed Services

☐ All Counties ☒ Racine [Edit Licensed Services](#)

Category	Type	Status
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Save Close

100%

- The Edit Licensed Services page allows you to select the appropriate Service Types you wish to add for the other county. Click on the checkbox to the right of the Service Type you wish to add and change the status of the service type from "Inactive" to "Active." Once all Service Types have been updated, click Save and then Close. You will be returned to the Services tab of the Licensing page.

Edit Licensed Services -- Webpage Dialog

eWiSACWIS Print Spell Check REC Help ?

Provider Name: Provider, Female(9221778) Total License Bed Capacity: 3 License Type: Foster Care - DCF 56 County: Racine

Licensed Services

Category	Type	Status	Select Service
<input checked="" type="radio"/> Foster Care	Foster Home (Level 2+)	Inactive	<input checked="" type="checkbox"/>
<input type="radio"/> Foster Care	Foster Home (Non-Paid)	Active	<input checked="" type="checkbox"/>
		Inactive	

Options: Go **Save Close**

6. You will notice the Service Types you just added for the other county are now displayed. If you would like to view the licensed service types for any specific county that are associated with this provider, select the appropriate county from the county drop-down field in the Licensed Services group box. If you would like to view the licensed service types for all counties associated with this provider record, select the “All Counties” radio button.

Note: Another way to view all service types (both licensed and unlicensed) associated with a provider record, is to click on the Provider Services icon under the provider’s record on your desktop.

The screenshot shows the eWiSACWIS web application interface. At the top, the title bar reads "Licensing - Windows Internet Explorer". The application header includes the "eWiSACWIS" logo and navigation links: "TM", "Print", "Spell Check", and "Help". Below the header, the "Basic" tab is active, displaying provider information: "Home: [Provider, Female \(9221778\)](#)", "Worker: Caitlin M. Cake", "Completion Date: 12/19/2013", "Status: Active-Regular", and "Designated County: Milwaukee". The "Licensing Agency" is listed as "BMCW - CSSW".

The "Services" tab is selected, showing the "Licensed Services" section. This section includes a radio button for "All Counties" and a dropdown menu currently set to "Racine". A link for "Edit Licensed Services" is visible. Below this, a table lists the licensed services:

Category	Type	Status
<input checked="" type="radio"/> Foster Care	Foster Home (Level 2+)	Active
<input type="radio"/> Foster Care	Foster Home (Non-Paid)	Active

At the bottom right of the "Licensed Services" section, there are "Save" and "Close" buttons. The browser's status bar at the bottom indicates a zoom level of 100%.

It is important to note that if any changes need to be made to the designated county’s licensed service types associated with a provider record, the provider’s Active-Regular license will need to be modified to document the additional services types (by selecting Additional Licensing Actions from the Options drop-down on the License Information tab and selecting Modify on the Additional Licensing Actions page).